**Title:** Events & Ventures Manager

**Department:** Development

**Status:** Exempt, Regular, Full-time, Salary

**Supervisor:** Development Director

**Position Description:** This position is responsible for the management and coordination of all development and membership events.

**Responsibilities:**

* Develop and manage membership events, including members’ previews, exhibit openings, Member Appreciation Day, and other events. Work closely with Membership Manager to create event goals and coordinate all logistics to ensure smooth, audience-focused events.
* Develop and manage high-level donor events for the Colton Circle giving society. Work closely with the Development Director to create event goals and to ensure smooth, donor-focused, inspiring events.
* Develop and manage MNA’s annual gala (or similar large-scale fundraising event); work closely with the Development Director and board development committee to develop a vision for this event.
* Take a lead role in coordinating fundraising auctions and other fundraising events as needed.
* Generate new ideas for donor and member cultivation, stewardship, and solicitation.
* Lead the Ventures program (MNA’s donor travel program), including trip planning, marketing, follow up with participants, and coordination with Ventures leaders. Work with the Development Director to develop a short- and medium-term vision for the program.
* Plans and manages budgets for events.
* Ensure effective follow-up with attendees for all events based on event goals.
* This role is focused primarily on in-person events but will be responsible for virtual events as needed.
* Assist Development Director in planning meetings with donors and prospects.
* Assist with additional events as needed.
* Participate in organization-wide projects as needed.
* Other duties as assigned.

**Key Relationships:**

* Works under the direction of the Development Director.
* Works closely with Development Director to coordinate Colton Circle events, annual gala, and Ventures program.
* Works closely with the Membership Manager to coordinate member events and follow-up.
* Works closely with the Development Associate to generate invitation lists, acknowledgments, and ensure effective event follow-up.
* Works closely with the Marketing Department on event promotion, graphic design, etc.
* Works closely with the Visitors’ Services and Facilities Departments on event logistics to ensure smooth execution of events.
* Coordinates Ventures with a variety of trip leaders.
* Engages with members, donors, and prospects on a regular basis.

**Education or Experience Requirements:**

* Bachelor’s degree or equivalent experience
* 2+ years’ event planning experience
* Experience with nonprofit organizations preferred but not required

**Abilities, Skills, and Knowledge:**

* Discretion in working with confidential information.
* Excellent customer service skills.
* Excellent communication skills.
* Ability to collaborate with multiple individuals and work within a team.
* High level of attention to detail; ability to work on multiple deadlines at once.
* Ability to generate creative and innovative event ideas.
* Ability to create and stay within project budgets.
* Visual acuity and ability to work at a computer for extended periods of time.
* Proficiency with Microsoft Office Suite.

**Working Conditions:**

* Generally work indoors, Monday through Friday, 35 hours per week, usually between 9 am and 5 pm. Evening and weekend hours, long days and outdoor working may occasionally be required.

**Other Requirements:**

* Must be fully vaccinated for COVID -19

**How to apply:**

Please submit a cover letter and resume to employment@musnaz.org. Email is the preferred method of application submission. If you have further questions, please contact Jill Thomas at 928-774-5211, ext 203.